



## ADULT COMMUNITY CORRECTIONS DIVISION STANDARD OPERATING PROCEDURES

Procedure No.: ACCD 3.3.701	Subject: <b>CELL PHONE USE IN ACCD PRERELEASE CENTERS</b>	
Reference: DOC 3.3.7		Page 1 of 3
Effective Date: 05/05/14		Revision Dates:
Signature / Title: /s/ Pam Bunke, ACCD Administrator		

### I. DIVISION DIRECTIVE:

The Adult Community Corrections Division's contracted prerelease centers will follow established procedures for the possession and use of cell phones by the center's residents.

### II. DEFINITIONS:

ACCD-Adult Community Corrections Division Contracted Prerelease Centers – Alpha House PRC, Gallatin County Re-entry Program, Butte PRC, Great Falls Transition Center, Helena PRC, Missoula PRC and Passages PRC.

Cell Phone – A portable telephone that uses wireless cellular technology to send and receive phone signals.

Department – The Montana Department of Corrections.

Prerelease Facility Contract Manager – The Department's employee who acts as the liaison for services and monitors the contractual agreement between the Department and prerelease centers: Alpha House PRC, Gallatin County Re-entry Program, Butte PRC, Great Falls Transition Center, Helena PRC, and Missoula PRC.

Treatment Facility Contract Manager – The Department's employee who acts as the liaison for services and monitors the contractual agreement between the Department and ACCD contract treatment facilities: START, CCP, Passages, Elkhorn, Nexus, and WATCH.

### III. PROCEDURES:

Cell phone use by offenders is a privilege and not a right. Cell phones may be used as a tool to aid offenders' reentry back into the community and for communicating with family, employers, and support personnel. The cell phone is not to be used for social networking, unauthorized communication, gaming, or any type of unlawful behaviors.

#### A. Offender Eligibility Requirements:

A prerelease center (PRC) resident must meet the following criteria to be eligible for the possession and use of a personal cell phone.

1. Have no debt to the center, other ACCD facilities, and is not delinquent on any restitution, fines or fees, or outside bills;
2. Be gainfully employed and/or have adequate finances to prevent the accumulation of debt as noted in #1 above;

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3. Be free of excessive rule violations as determined by the PRC;
4. Is meeting programming and treatment requirements. Cell phones will be confiscated if residents are found to be deficient in these requirements and returned when meeting these requirements;
5. Inmate workers are ineligible to use or possess a cell phone.

B. Authorization:

Residents meeting eligibility requirements must gain authorization by the PRC Director or designee to use or possess a cell phone. If authorized, resident will sign a cell-phone agreement which contains the usage and requirements of Section C.

C. Cell Phone Usage and Requirements:

1. Residents may not enter into a long term contract and the PRC must be able to have access to the account through the cell phone company;
2. The maximum allowed monthly cell phone expense is \$75 unless approved by the PRC;
3. The cell phone number must be turned into the PRC, and changing the number without the PRC's permission is prohibited;
4. Web capabilities are prohibited and cannot be accessed at any time;
5. Current cell phone bills must be turned into the PRC monthly, including a detailed list of all calls and texts completed;
6. Cell phones cannot be locked;
7. The PRC and Department has the authority to block numbers;
8. Residents are not allowed to contact other offenders in ACCD facilities or under supervision by the Probation & Parole Bureau with their cell phone at any time;
9. PRC staff are authorized to review a resident's cell phone at any time, and the phone will be randomly searched at least monthly by staff;
10. Pictures and texts of a sexual nature are prohibited and grounds for confiscation and possible criminal prosecution;
11. Gang-related symbols or pictures are prohibited;
12. Cell phone must stay on vibrate setting at all times when in the PRC;
13. Taking pictures of staff or other residents is prohibited;
14. Cell phone may not be lent to or borrowed from other residents;
15. Check-ins will be made by a landline and not the cell phone, unless in emergency situations;
16. Cell phones will be turned off and checked in to PRC staff at curfew;

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17. Cell phones will be confiscated for violating any of these conditions, and/or as deemed necessary to maintain a resident's progression through the PRC program;
18. Residents failing to comply with this procedure will be written up for refusing an order, or other violation code as required;
19. Residents must follow any additional guidelines as directed by PRC policy.

#### **IV. CLOSING:**

Questions regarding this procedure should be directed to the appropriate Contract Manager.

#### **V. FORMS:**

Prerelease Center      Cell Phone Agreement